

Cash Receipts Journal

Used by corporations to record only cash receipt transactions.

Most Cash Receipts are:

- 1.) Cash and Credit Card Sales
- 2.) Cash Received from Customers on Account

JOURNALIZING CASH AND CREDIT CARD SALES

March 1. Recorded cash and credit card sales \$2,480.00, plus sales tax, \$198.40; total \$2,678.40. Cash register tape No. 1.

Accounts Affected	Classification	Change	Entered
Cash	Asset		Debit side
Sales	Revenue	Increased	Credit side
Accounts Payable	Liability	Increased	Credit side
		Increased	

Cash
normal balance
↑ 2,678.40

Sales
normal balance
↑ 2,480.00

Sales Tax Payable
normal balance
↑ 198.40

JOURNALIZING CASH AND CREDIT CARD SALES

JOURNAL										PAGE	
1		2		3		4		5		6	
GENERAL				ACCOUNTS RECEIVABLE				SALES CREDIT		SALES TAX PAYABLE CREDIT	
DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT

CASH RECEIPTS JOURNAL										PAGE 7	
1		2		3		4		5		6	
DATE		ACCOUNT TITLE		DOC. NO.		POST. REF.		GENERAL		ACCOUNTS RECEIVABLE CREDIT	
								DEBIT	CREDIT	SALES CREDIT	SALES TAX PAYABLE CREDIT
20-	1	✓		T1	✓					248000	19840
1	Mar.										267840
2											

1. Date
2. Check Mark
3. Cash Register Tape Number
4. Check Mark
5. Sales Amount
6. Sales Tax
7. Total Cash and Credit Card Receipts

Sales Discount – A cash discount on a sale on account. Used to encourage prompt payment.

The **sales tax** is only taken on cash received.

Therefore, the corporation waits until it has received payment to record the sales tax amount.

Sales Discounts are a contra account to sales.

JOURNALIZING CASH RECEIPTS ON ACCOUNT WITH SALES DISCOUNTS

March 11. Received cash on account from Tennis Castle, \$1,924.56, covering Sales Invoice No. 176 for \$1,944.00 (\$1,800.00 plus sales tax, \$144.00), less 1% discount, \$18.00, and less sales tax, \$1.44. Receipt No. 297.

Accounts Affected

Cash

Sales Discount

Sales Tax Payable

Accounts Receivable

Classification

Asset

Contra revenue

Liability

Asset

Change

Increased

Increased

Decreased

Decreased

Entered

Debit side

Debit side

Debit side

Credit side

GENERAL LEDGER

Cash

↑ normal balance
Mar. 11 1,924.56

Sales Discount

↑ normal balance
Mar. 11 18.00

Sales Tax Payable

↓ Mar. 11 144.00 Mar. 2 normal balance 144.00

Accounts Receivable

normal balance
Mar. 2 1,944.00 Mar. 11 1,944.00 ↓

ACCOUNTS RECEIVABLE LEDGER

Tennis Castle

normal balance
Mar. 2 1,944.00 Mar. 11 1,944.00 ↓

JOURNALIZING CASH RECEIPTS ON ACCOUNT WITH SALES DISCOUNTS

CASH RECEIPTS JOURNAL												PAGE 8							
												1	2	3	4	5	6	7	8
DATE	ACCOUNT TITLE	DOC. NO.	POST. REF.	GENERAL		ACCOUNTS RECEIVABLE CREDIT	SALES CREDIT	SALES TAX PAYABLE		SALES DISCOUNT DEBIT	CASH DEBIT								
				DEBIT	CREDIT			DEBIT	CREDIT										
11	Tennis Castle	R297				1944.00		1.44		18.00	1924.56								
21																			

1. Date
2. Customer Name
3. Receipt Number
4. Original Sales Invoice Amount
5. Sales Tax Reduction
6. Sales Discount
7. Cash Received

POSTING FROM A CASH RECEIPTS JOURNAL TO AN ACCOUNTS RECEIVABLE LEDGER

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CASH RECEIPTS JOURNAL

PAGE 8

DATE	ACCOUNT TITLE	DOC. NO.	POST. REF.	GENERAL		ACCOUNTS RECEIVABLE CREDIT	SALES CREDIT	SALES TAX PAYABLE		SALES DISCOUNT DEBIT	CASH DEBIT
				DEBIT	CREDIT			DEBIT	CREDIT		
11	Tennis Castle	R297	190			1944 00		144		18 00	1924 56

1

CUSTOMER Tennis Castle

CUSTOMER NO. 190

DATE	ITEM	POST. REF.	DEBIT	CREDIT	DEBIT BALANCE
2		S7	1944 00		2520 00
4		CR8		576 00	1944 00
11		CR8		1944 00	

3

4

1. Date
2. Journal Page Number
3. Amount Posted
4. New Balance
5. Customer Number

POSTING TOTALS OF THE SPECIAL AMOUNT COLUMNS OF A CASH RECEIPTS JOURNAL TO A GENERAL LEDGER

CASH RECEIPTS JOURNAL											
PAGE 9											
DATE	ACCOUNT TITLE	DOC. NO.	POST. REF.	GENERAL		ACCOUNTS RECEIVABLE CREDIT	SALES CREDIT	SALES TAX PAYABLE		SALES DISCOUNT DEBIT	CASH DEBIT
				DEBIT	CREDIT			DEBIT	CREDIT		
31	✓	T31	✓				1795 00		143 60		1938 60
31	Totals			30000	713000	6994800	5627500	4640	397000	58000	13639660
				(/)	(/)	(1125)	(4105)	(2140)	(2140)	(4110)	(1105)

ACCOUNT <i>Accounts Receivable</i>						
ACCOUNT NO. 1125						
DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT
31		S9	71	145 00		130961 00
31		CR9		6994800		61013 00

ACCOUNT <i>Cash</i>						
ACCOUNT NO. 1105						
DATE	ITEM	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT
Mar. 1	Balance	✓				12981 00
31		CR9	13639660		14937760	
31		CP6		7246800		7690960

1. Prove and rule the cash receipts journal.
2. Post each special column total; record account numbers.
3. Place a check mark.